

APR 7 1997

AFZF-PA-FSD (360-81d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Dissemination of Family Support Group (FSG) Newsletters

1. References.

- a. AR 360-81, Command Information Program, 20 Oct 89.
- b. AR 25-51, Official Mail and Distribution Management, 30 Nov 92.
- c. U.S. Postal Service Domestic Mail Manual, June 94.
- d. DA Pam 608-47, A Guide to Establishing Family Support Groups, 16 Aug 93.

2. Purpose. The FSG newsletter represents one aspect of the FSG outreach program and communication system. Its purposes are to:

- a. Create family camaraderie.
- b. Relay information from the commander to reduce isolation and demonstrate concern for soldiers and families.
- c. Inform families of installation and unit activities and assistance programs.
- d. Emphasize the importance of self-reliance and family readiness.
- e. Bridge the communication gap between the military unit and family member, thus helping family members better understand what the unit is doing and why.
- f. Institutionalize an important communication link and information source that is vital during a deployment.

3. Applicability. Battalion size units, separate companies, separate detachments, tenant activities, and corps and division staff elements may disseminate FSG newsletters pursuant to this MOI.

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4. Scope.

a. An FSG Newsletter which contains official information may be mailed with government funds. Official FSG information relates to command and mission essential information that the commander believes families should have in order to be better informed. This includes information about the Army, installation, unit, benefits, unit and FSG sponsored activities, and available programs and services. In the Army's view, the commander is the publisher and has the flexibility to determine what is official using the following guidelines:

(1) Information related to unit mission and readiness, including family readiness.

(2) Information which is educational in nature.

(3) Information regarding service members and families which promotes unit cohesion and helps strengthen the ongoing esprit among family members within the unit.

b. Unofficial information is non-mission related such as fundraisers for private organizations, flyers, and recipes. Newsletters containing unofficial information may be mailed with FSG generated funds.

c. The FSG newsletter must be published in one color ink only and limited to 16 printed pages (8 pieces of paper, printed front to back). Frequency of publication is at the commander's discretion; however, a quarterly mailing is encouraged.

5. Responsibilities.

a. Commanders and staff principals:

(1) Will determine if the information is official or unofficial in accordance with paragraph 4 above. If every newsletter contains the same amount of sheets, mailings may be consolidated their mailings at next higher headquarters. This consolidation to allow for use of bulk mail rates. (enclosures 1, 2, 3, and 4). Unit commanders who cannot meet the 200 minimum requirement are authorized to mail family support information via first class mail.

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(2) Will ensure each issue of FSG newsletter contains a command information note and an authorization/approval statement and the signature of the commander or staff principal.

(3) Will submit a DPS Form 5604 (Printing Request) for printing FSG newsletter to their supporting major subordinate command reproduction office.

(4) Will provide the Volunteer Services Branch (VSB), Directorate of Personnel and Community Activities (DPCA), a copy of each newsletter for file.

b. The DPCA, through the VSB, will coordinate training for FSG volunteers and key military unit personnel on preparation of FSG newsletters as a part of FSG training.

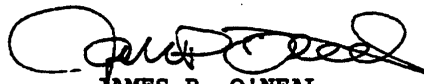
6. Format. No specific format exists for FSG newsletters. General guidelines are outlined in DA Pam 608-47, paragraph 3-4. An approval/disclaimer/authorization statement will be on the last page of the FSG newsletters. The following statement may be used:

This Family Support Group newsletter contains official information and complies with the provisions of AR 360-81, AR 25-51, and Fort Hood's MOI for dissemination of Family Support Group Newsletters.

Commander's Signature Block

FOR THE COMMANDER:

4 Encls


JAMES P. O'NEAL
Brigadier General, USA
Chief of Staff

DISTRIBUTION:
IAW FH Form 1853, A

BULK RATE MAIL PREPARATION

1. Bulk rate mailing must contain at least 200 pieces to qualify for the rate of mailing.
2. All pieces of paper in the merged mailings must be of identical size and weight.
3. Postage for all pieces must be paid by permit imprint number 69.
4. Each mailing must be presorted in accordance with the following requirements:
 - a. Each piece must be part of a bundle of 10 or more pieces to the same 5-digit ZIP Code destination (the same pertains to 3-digit).
 - b. Residual pieces (those not part of a group of 10 or more pieces to a particular 5-digit (76544) or 3-digit (765xx) Zip Code) will be a separate bundle.
5. All addresses will be in the lower right hand corner and facing in the same direction.
6. Improperly clinched staples in flats, envelopes, and cards are not acceptable.
7. Rubber bands will be no larger than or no smaller than 1/4 inch.
8. Local Mail. Killeen Zip Codes are bundled separately:
76522.one bundle (Copperas Cove is bundled separately)
76541.one bundle
76542.one bundle
76543.one bundle (This Zip Code is shared by Harker Heights and should be separated and bundled by cities.)
76544.one bundle (Fort Hood Quarters Address)
9. State mail will be bundle together (example: Kempner, Tyler, Lampass, Temple, etc.)
10. Out of state mail will be bundle together (example: SC, NC, NY, NJ, etc).

(CHECK YOUR ZIP CODES!! FAILURE TO USE THE CORRECT ZIP CODE CAN CAUSE DELIVERY OF YOUR MAIL TO THE WRONG STATION OR BRANCH.)

**UNIT COMMANDERS WHO CAN MEET THE MINIMUM LIMIT OF 200
MAILERS FOR BULK RATE MAIL WILL USE THE COVER SHEET BELOW.**

DEPARTMENT OF THE ARMY
(UNIT ADDRESS)

OFFICIAL BUSINESS

**PRESORTED
STANDARD
U. S. POSTAGE PAID
KILLEEN, TX
PERMIT NO. 69**

ENCL 2

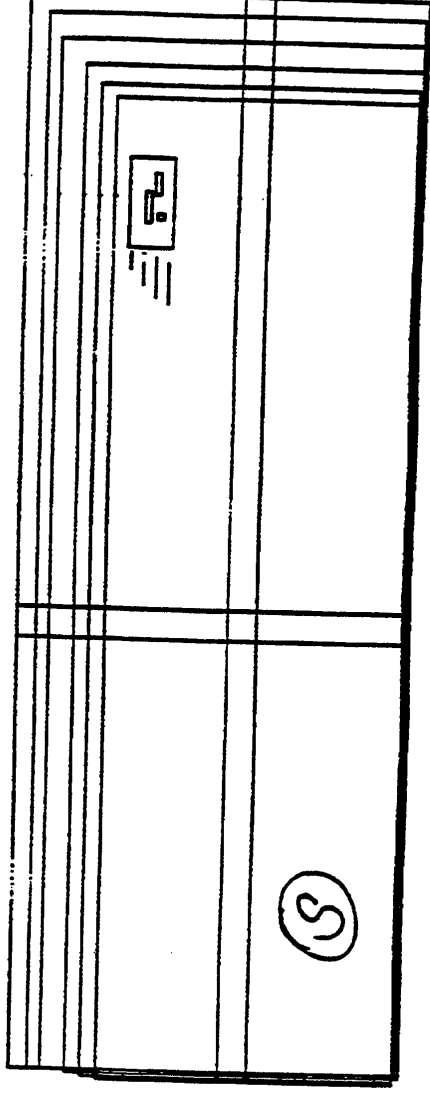
Unit commanders who cannot meet the 200 minimum requirements will use the cover sheet below.

DEPARTMENT OF THE ARMY
UNIT ADDRESS

OFFICIAL BUSINESS

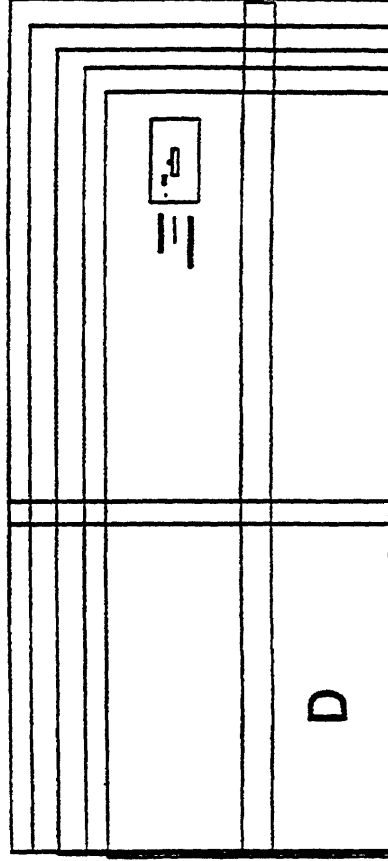
STEP 3: STATE

- When there are 10 or more pieces for a state remaining after the 5-digit and 3-digit packages have been made, the **MUST** be made up into state packages.
- Mailers **MUST** affix an orange label "S" to each package.



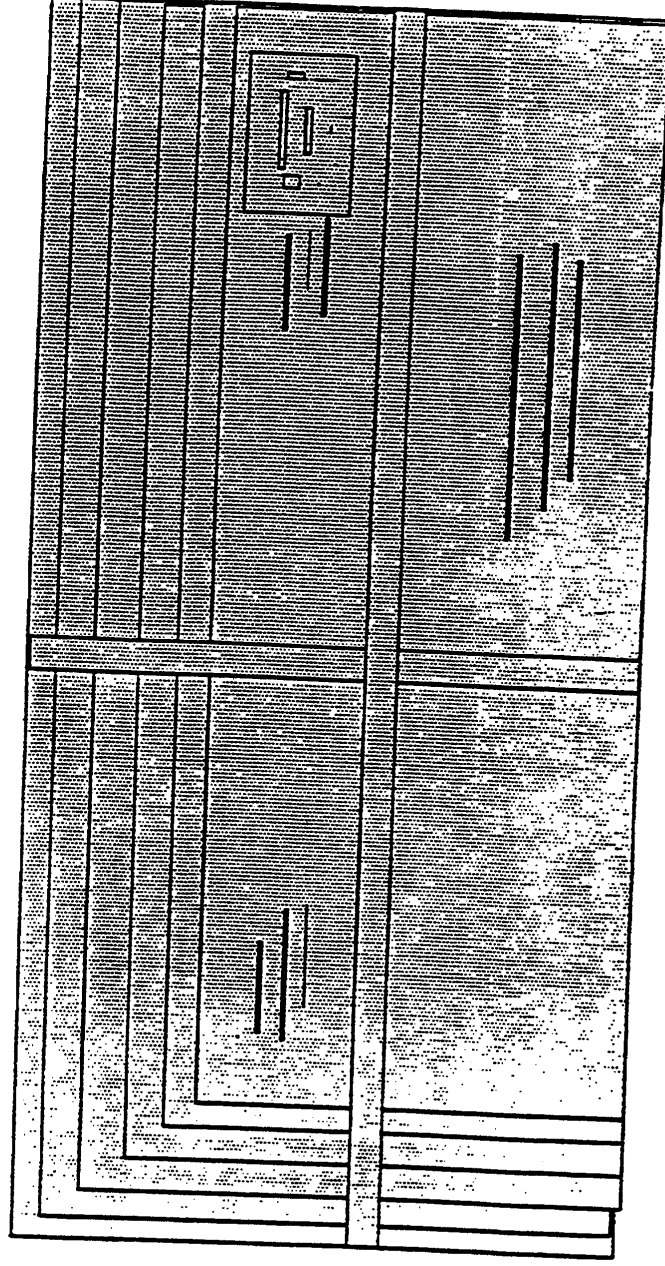
STEP 1: 5-DIGIT

- Begin your sort process by preparing as many 5-digit packages as possible.
- 10 or more pieces for the same 5-digit ZIP CODE destination **MUST** be made up into 5-digit packages.
- Mailers should label these packages with a red label "D".
- Packages of fewer than 10 pieces do not qualify for the 3/5-digit rate.



PLACEMENT OF RUBBER BANDS ON LETTER PACKAGES

- Place rubber band around length first.
- Place rubber band around girth second.



Family Support Group Newsletters

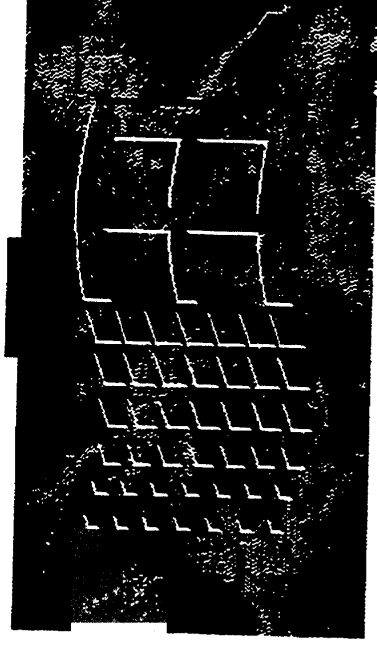
Procedures for STANDARD Mail (A) Regular - Nonautomation Letters - Upgradeable

Official Mail

ADDRESSING

**Addresses will be typed, all caps,
no punctuation except for the
hyphen in the zip plus 4.**

Sealing Bulk Rate Mail



Top opening.
Seal with one piece of tape in the center.

Official Mail

Upgradeable

- Letter size
- Machine-printed address
- OCR read area
- Barcode clear zone meeting reflectance standards
- Paper that can accept ink
- Eligible for simpler preparation standards that do not require packaging & banding

Official Mail

Dimensions

Dimensions	Minimum	Maximum
Height	3 1/2"	6 1/8"
Length	5"	11 1/2"
Thickness	.007"	1/4" **

**Card stock thickness should not exceed .0095"

Less than 200 pieces

- **Official return address**
- **None sent through the mail to the barracks**
- **Addresses will be typed, all caps, no punctuation except for the hyphen in the zip plus 4.**

Official Mail

Sorting

4th Sorting

- Mixed ADC or Mixed States

Official Mail

Sorting

2d Sorting

First three digits of ZIP CODE are same.

76541, 76522, 76501, 76503

WEIGHTS

Paper should come from the same stock

Varying weights in paper can cause
machine to miscount.